



## 2020-2021 Student Handbook



379 Belmont Road, Laconia NH 03246  
603-524-3207  
[lrccinfo@ccsnh.edu](mailto:lrccinfo@ccsnh.edu)

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### **Lakes Region Community College Mission**

Lakes Region Community College provides a dynamic, community-based, high-quality learning environment, delivering a personalized education experience that prepares learners for success.

### **Lakes Region Community College Vision**

Lakes Region Community College will continue its development as a learning-centered institution, characterized by innovation, responsiveness, flexibility, caring, collegiality, accountability, and educational excellence.

### **Accreditation**

Lakes Region Community College is accredited by the New England Commission of Higher Education (NECHE). NECHE is a regional accreditation agency for colleges and universities in New England. The Commission is recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation

Accreditation means the institution meets or exceeds criteria for quality as determined through a peer group review process. An accredited college is one that has the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the future. Institutional integrity is also addressed through the accreditation process. Accreditation provides reasonable assurance about the quality of opportunities available to students who attend the College.

Inquiries regarding the status of an institution's accreditation by the New England Commission of Higher Education should be directed to the administrative staff of the College. Individuals may also contact the New England Commission of Higher Education, 209 Burlington Woods Drive, Burlington, MA 01803, (781) 425-7785.

### **Membership**

Lakes Region Community College is one of seven colleges in the Community College System of New Hampshire.

### **Affirmative Action**

The College President serves as the Affirmative Action representative for the College. For issues related to Affirmative Action, you may reach the President at Lakes Region Community College, (603) 524-3207.

### **Notice of Non-Discrimination**

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, gender identity and expression, genetic information, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

Titles VI and VII of the Civil Rights Act of 1964

The Age Discrimination Act of 1967

Title IX of the Education Amendment of 1972

Section 504 of the Rehabilitation Act of 1973

The Americans with Disabilities Act of 1990 (ADA)

Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974

NH Law against Discrimination (RSA 354-A)

Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to **Larissa Baia**, Lakes Region Community College, (603) 524-3207, or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, J.W. McCormack Post Office and Courthouse, Room 701, 01-0061, Boston, MA, 02109-4557, 617-223-9662, FAX: 617-223-9669, TDD:617-223-9695, or Email: [OCR\\_Boston@ed.gov](mailto:OCR_Boston@ed.gov); the NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301, 603-271-2767, Fax: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

## CAMPUS SAFETY

### **Campus Commitment to Safety**

All of us at Lakes Region Community College are concerned about the safety and well-being of everyone on campus. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty, staff and guests. College community members must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions, some of which are outlined in the Student Handbook.

In cases of emergencies, students, faculty and staff should contact campus safety at 603-545-4392. In non-emergency situations you can contact campus safety at 603-366-5280.

The Campus Safety Department's intent is to ensure a safe campus environment for our students, faculty, staff and guests. Campus Safety Officers and the College's Maintenance staff constantly survey the campus. Cameras mounted throughout the property aid in that effort by recording activities on the campus. Campus Safety Officers conduct regular tests of campus security equipment, such as lighting, alarms and locks. During business hours, the College will be open to students, employees and visitors. Emergencies may necessitate changes or alterations to any posted schedules. Campus Safety Officers have the authority to request identification from individuals on the campus. Criminal incidents on campus are referred to the appropriate police department. Lakes Region Community College maintains active Memorandums of Understanding (MOUs) with the Laconia and Belmont Police Departments.

### **Campus Crime Information**

In accordance with the Campus Security Act, Lakes Region Community College provides information related to crime statistics and security measures. For further information, contact the Campus Safety Office.

All current and prospective students, as well as, all current and prospective employees have access to the Campus Safety Report and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). LRCC's student housing complex, the Apple Ridge Student Apartments, opened in 2016. For the purposes of reporting, "Non-campus" refers to the location aforementioned. See the Appendix for all reportable offenses for the past 3 years.

Amendments to the Campus Security Act require colleges and universities to annually compile and publish crime statistics for their campuses and certain off campus locations. It also requires that Campus Safety Authorities report crime statistics for inclusion in the college's annual Campus Safety Report. Campus Safety Authorities are defined by position as "an official of the institution that has significant responsibility for student and campus activity, and any individual or organization specified in the statement of campus security policy as one to which students and employees should report criminal offenses." This includes advisors to student organizations, members of campus safety, and offices within Student and Academic Affairs, with the exception of health and counseling services. As per our normal practices, you should continue to immediately report any crime or violation of the Student Code of Conduct to the Campus Safety Department or the Office of the Vice President of Academic and Student Affairs. If you become aware of any crime or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to a crime, and this crime has not been reported to anyone else, report the crime using the Campus Safety *Incident Report Form* available online at <http://www.lrcc.edu/student-resources/incident-report> and in print from the Office of the President.

**The Violence against Women Reauthorization Act (VAWA)** set reporting, procedural and educational requirements for how colleges and universities address sexual violence and assault on campus. LRCC's 2018 Crime Statistics will include any data reported on sexual assault, domestic violence, dating violence and stalking. For policy statements concerning any of these crimes, see the Student Code of Conduct. See CCSNH Judicial Process for information on LRCC's judiciary procedures for investigating and addressing reports of sexual assault. LRCC will work collaboratively with community partners to provide awareness programs to prevent acts of sexual violence.

### **Campus Sex Crimes Prevention Act**

In October 2002, the Federal Government amended the Campus Sex Crimes Prevention Act (Public Law 106-386) to require colleges to inform students, faculty and staff where to obtain information concerning sex offenders. Accordingly, the College refers to the State of New Hampshire Sexual Offender website for information which you can locate at this <http://business.nh.gov/NSOR/search.aspx>

### **Automated External Defibrillators (AEDs)**

There are three AEDs on campus. One located outside Bennett Library, one located in the Cafeteria near the electronic bulletin board and one in the foyer on the second floor of the CAT Building.

### **Traffic Controls**

On campuses such as ours, where we depend upon cars, trucks, motorcycles and bicycles for personal transportation. It is necessary to adopt and enforce some controls, which will insure the safety of a large number of people occupying a small amount of space. A committee of students, staff and faculty has established the regulations that follow.

- All members of the LRCC community (faculty, staff and students) driving a vehicle to campus are expected to have an LRCC parking decal. Decals are available free of charge from the LRCC One-Stop (Turner 141).
- Parking for handicapped individuals is available at various posted locations. Turner building wheelchair access with associated parking is at the rear of the building near the marine labs by the bookstore. State law provides a penalty of \$250 for anyone parking in these spaces without a permit. A special registration plate or decal issued by the NH Department of Safety is required to park in these spaces.
- All motor vehicles will follow one-way directional traffic flow when entering or leaving the parking areas.
- Posted speed limits of 15 MPH must be observed at all times.
- Student parking is prohibited in the following areas: behind cars; in front of doors; in driveways and access lanes; on the grass; or any area not marked for parking spaces.
- Visitor lot (Lot A in the Campus Parking Map) is designated for campus visitors and those with handicapped permits only. Non visitors parking in those spaces will be ticketed.
- All motor vehicles will be operated in a safe manner with due consideration for the safety and welfare of others. Negligent and/or careless operators will be denied the privilege of operating a vehicle on campus and/or subject to fines.

### **Reporting Procedures**

Security needs to be the concern of every person on the college campus. We strongly encourage anyone witnessing something that appears suspicious or potentially dangerous to report it immediately. Reports can be made via the *Incident Report Form* available in print from the office of the President (Turner 113) or the College Safety Officer (CAT/LOBBY). The *Incident Report Form* can also be submitted electronically via <http://www.lrcc.edu/student-resources/incident-report>. Reports can be submitted anonymously and no report will be taken lightly. Individuals can also call Campus Safety at 603-545-4392.

If you are a victim of a crime, you are urged to report it to Campus Safety or another college authority immediately. Depending upon the nature of the crime, the appropriate response by the College will be initiated. In the event of a violent crime, local authorities will be contacted immediately and efforts to assist the victim will be initiated concurrently by college personnel. Non-violent crimes will likewise be referred to local authorities. If you witness a crime, contact Campus Safety at 603-545-4392 or a representative of the college immediately at 603-524-3207 in order to initiate appropriate actions.

Crimes can also be reported to Campus Safety Authorities (CSA's). Current CSA's include; Chris Crowley, Roger Lajoie, Melissa Plyler, Dr. Larissa Baia.

### **Class & Lab Safety**

Proper safety glasses must be worn at all times in all science and technology laboratories when participating in activities where eye injuries might occur. Certain technical labs may require safety shoes/boots or other safety gear. Check with a faculty member for specifics. This College does **NOT** provide emergency medical/nursing staff. In the event of an accident, the LRCC One-Stop must be notified immediately. When accidents occur, an Incident Report Form must be completed and an investigation will be conducted. You can find the Incident Report form at <http://www.lrcc.edu/student-resources/incident-report>.

## **STUDENT SERVICES**

### **Academic Advising**

Academic advising is available to all matriculated students. A faculty member is assigned to assist the student from matriculation through graduation. The academic advisor helps a student register for courses and advises the students regarding course requirements, course add/drop changes and withdrawals. The advisor assists students in identifying academic and personal resources on campus, and helps students select and choose various program options. Advisors may help students with decisions about career goals or further education. The more clearly students define and communicate their own goals, the more productive the student/advisor relationship.

Faculty advisors maintain close contact with business and industry representatives and actively assist students in locating job opportunities. The College also assists students in the area of resume development, job interviewing techniques and career counseling.

### **Activities**

Students are encouraged to organize their own activities guided by faculty advisors and supervised by the Vice President of Academic and Student Affairs. The Student Senate shares in the responsibility of promoting and coordinating student events and activities, and is responsible for allocating and disbursing student activity funds to support extracurricular activities/sports.

### **Activity Period**

Activity periods with minimal classes scheduled provide time for college activities including Student Senate and Honor Society meetings; student participation in clubs and activities of special interest; faculty and staff meetings; and seminars and discussion groups. **Activity Periods are: Tuesdays 12-1:00pm and Wednesdays, 12pm – 1:00pm**

### **Alumni**

Alumni are an essential component of collegiate success, and the largest group within the college community. Because a larger association of alumni strengthens us, the college encourages all its past students to remain actively involved through guest lecturing, attending events, annual giving, promoting the college, and staying connected with those who shared the same college experiences. To stay connected with the college, post an opportunity, or to donate to the college, please contact the College at 603-524-3207.

### **Bookstore**

All required textbooks and supplies, as well as college novelty items, are available through the bookstore, Follett Higher Education Group, a private enterprise not subject to state rules and regulations.

The Bookstore accepts cash, checks, major credit cards, debit cards and Financial Aid services to students. The only non-cash services offered are based on written authorization from approved agencies.

The Bookstore offers a Textbook Rental Program (not available on all textbooks). To be eligible to rent you must be 18 years or older, have a valid ID, credit or debit card for collateral and an email address.

The Bookstore buys back books year round at wholesale prices (determined by the used book wholesaler). At the end of spring and fall semesters we have a 50% buyback for books in good condition that have been ordered for the upcoming fall or spring semester. The half-price buying period is for two weeks starting the week of finals.

For more information and store hours contact the Bookstore at 603-524-0697 or the bookstore website [www.lrccshop.com](http://www.lrccshop.com).

### **Housing**

LRCC offers students interested in a full campus life experience the opportunity to live on campus. The Apple Ridge Student Apartments are fully-operated by LRCC staff with a live-in Residence Director and Resident Assistants (RAs) living among the residential student population. All students live in one, two or three-bedroom furnished apartments with fully-equipped kitchens. Interested students must carry a minimum load of 12 credits per semester, apply for housing and submit a housing deposit. Housing assignments will be made on a first come first serve basis with preference to our returning students. Costs and additional information is available on the LRCC webpage or by calling 603-5287.

### **Student Success Center**

The teaching, learning, and career center at LRCC is known as the Student Support Center (SCC), and is overseen by the Associate Vice President for Academic and Student Affairs (AVPASA). The SCC offers a broad range of academic and support services to enhance the educational experience of students by giving them the tools to foster academic success. Services provided include tutoring, counseling, and services for students with disabilities.

#### **• Tutoring Services - General**

A general tutor provides individual assistance or group workshops in a number of areas, including time management, study skills, note taking, and test-taking strategies. The tutor is available in the library during regularly scheduled hours. Students can make an appointment or simply drop in for assistance during posted hours.

- **Tutoring Services – Discipline Specific (Professional Tutors)**

Specialized tutoring is offered by qualified subject matter experts contracted by the college to serve as professional tutors. Students requesting tutoring support for a specific course should contact the office of the AVPASA at 603-524-3207. Once the type of tutoring needed has been identified, the student is assigned to an appropriate tutor, and a tutoring schedule is arranged. Tutoring sessions take place in reserved sections of the Bennett Library. There is no charge to students for this service.

- **Tutoring Services – Discipline Specific (Peer Tutors)**

Peer Tutoring for students enrolled in courses at LRCC is an important service the school also provides free of charge. Peer tutors are students (18 years and older) who have successfully completed the courses in which they are tutoring or have proven expertise on the subjects and are eligible for Work Study under Financial Aid. Tutoring sessions are on a one-to-one basis and allow students to ask questions, learn at their own pace, and receive immediate feedback. Peer tutors are available for a variety of academic subjects, and have scheduled hours of availability in the library.

- **Counseling Services**

Two support counselors provide general support, including initial advising, assisting with course registration, follow-up with struggling students, and referral to mental health counseling and outside agencies, as needed. Counselors are available Mondays through Fridays, including hours until 6 pm on Mondays and Wednesdays. The student support counselors can also provide career support for students by assisting with resume writing, cover letters, and interview protocol sessions. They may direct students to the on-line career management service (CCN) which is accessed through the college website.

LRCC collaborates with Lakes Region Mental Health ([www.genesisbh.org](http://www.genesisbh.org)) to provide mental health services to our students. A licensed clinical therapist provides limited counseling hours on campus. Support counselors can make appointments for students. Students needing longer-term support will be referred out to service providers in their local area. All counseling provided by LRMH is confidential.

- **Services for Students with Disabilities**

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, LRCC does not discriminate against students with disabilities in the admission process or in accessing opportunities for academic success. Students with documented disabilities are encouraged to disclose their disability in order to see if they qualify for reasonable classroom accommodations. Information regarding students' disabilities is kept confidential. The services available to students with disabilities vary according to the students' individual needs. Students without documentation, but who suspect that they might have a disability, should contact the Accessibility Coordinator to discuss support services options at [LRCCAccessibility@ccsnh.edu](mailto:LRCCAccessibility@ccsnh.edu) or by calling 603-366-5243.

### **Disabilities Service Mission**

It is the mission of the Community College System of New Hampshire Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

### **Library**

Bennett Library supports and enhances on-campus and distance learning for LRCC students with a wide variety of print, electronic, and multimedia resources. Reference and interlibrary loan services assist with research and informational needs. The Bennett Library webpage provides 24/7 access to the online catalog, Ebscohost databases, Ebrary, netLibrary electronic book databases, and web links to other informational resources. The Library staff collaborates with faculty to provide materials supporting programs, the mission of the College, and to provide instruction to students in learning how to find, evaluate and use information. Library computers offer internet access and Microsoft Office software applications for research and class projects, wireless access is also available. The Library is open year round with abbreviated hours during the summer and holidays.

### **Student Email Accounts**

The college email network facilitates communication between students, faculty and the college community, including Canvas. Students will be assigned a student email address within 24 hours of course registration or upon being admitted to the college. This email account will serve as the official account for all electronic communication with the College.

### **Student Information System**

Students may access their college information online by clicking on myLRCC on the LRCC webpage. The Student Information System (SIS) allows current students to register for classes, check seat availability, look up instructor email addresses, and to view class schedule, grades, financial aid status, student billing account and personal information.

### **LRCC Alerts**

Lakes Region Community College students are automatically registered to receive alerts via college email, but need to register (opt in) and provide emergency contact information to receive ALERTS via phone and/or text messaging. To register for LRCC Alerts, log into the Student Information System (SIS) and select LRCC Alerts under Personal Information.

**There is no charge for LRCC ALERTS however; students should check their phone plans for potential charges associated with text messaging. Please be aware, LRCC will not reimburse for text messages.**

### **Student Senate**

The experience of attending Lakes Region Community College is not limited to the academic life of the student. Our college philosophy is to educate the entire person so he or she adapts to the ever-changing world.

The Student Senate serves as the governing group for the student body, with representatives elected from across the College. These representatives accept the challenges of leadership, authority and responsibility in dealing with their peers, faculty and administration. The Student Senate provides experiences promoting the general welfare of every student, plans social and cultural activities, and manages the expenditure of student funds. Activities may include field day, films, concerts, bus trips, lectures, clubs, athletics and social events.

### **National Honor Society**

Students who have completed a minimum of twelve (12) college-level credits with a minimum of a 3.5 cumulative grade point average are invited to become members of Phi Theta Kappa National Honor Society for two-year colleges. The society was established to maintain and perpetuate the qualities of scholarship, leadership, service and fellowship. Initiation ceremonies are held during the academic year. Only matriculated degree students, full-time or part-time, day or evening, are eligible. Certificate and professional certificate students are not eligible.

## **Academic Policies and Procedures**

### **Academic Philosophy**

As an open institution maintaining strong ties to the community, our goal is to engage students, faculty, and staff to build a collaborative learning environment

At Lakes Region Community College . . .

- We recognize, value and promote the uniqueness and diversity of our students, both as individuals and as persons with varying educational goals and potential
- We believe our students learn through self-exploration, rigorous academics, and experiential discovery.
- We value and present a challenging and supportive learning environment which enhances students' abilities to think critically, to communicate effectively, and to demonstrate competencies and skills needed to contribute productively to their communities and beyond.
- We value educating our students beyond our classroom walls and into the community at large.
- We believe in fostering relationships between students and employers to promote lifelong professional interactions.
- We value and nurture curiosity, inquiry, critical thinking, and creativity within the safe but challenging confines of a rigorous academic environment that appreciates multiple perspectives.
- We model, advocate and expect ethical and moral behaviors which allow for open and constructive conversations.

### **Definition of an Educated Person**

- An educated person is an individual who has undertaken a lifelong journey of discovery and learning. Throughout the lifelong process of acquiring skills and knowledge, the individual is empowered to function effectively throughout his/her life and career.
- An educated person has the tools to be a productive member of society and to work for changes to better the local and global community.
- An educated person values and pursues knowledge and actualizes his/her capacity for human relationships; for communication; for critical thinking and creative problem solving/decision making; for a global and diverse perspective; for mathematical and scientific processes; for information literacy; and for career-based technical skills.

## **GENERAL STUDENT INFORMATION**

### **Address of Record**

When sending college official correspondence, the address given by you on your application for admission is used as your official mailing address of record. It is critical that it be accurate. A change of address requires completing a Request for Change of Personal Information form available in the LRCC One-Stop or online at [www.lrcc.edu](http://www.lrcc.edu).

### **Cancellation of Classes**

In the event of major snowstorms, icing conditions or other emergencies requiring the cancellation of classes, notification will first be made using LRCC Alerts (please see LRCC Alerts section for details). Weather conditions vary within commuting areas and students should use caution and discretion in determining if it is safe to travel.

### **Cell Phones**

Cell phone usage is not permitted in classrooms, labs, the college library, the learning center, or college offices. Please ensure your cell phone is either turned off or set to a non-audible ring mode before entering any of the above. This is a courtesy to other students and patrons. **Your cooperation is appreciated and anticipated.**

### **Children on Campus**

Students who bring children on campus accept responsibility and liability for these children at all times. Children are not allowed to attend classes and must be supervised at all times while on campus.

### **Conduct and General Regulations**

Students are expected to conduct themselves in an adult and responsible manner. Student conduct, either on or off the campus, of a nature that discredits the individual or the College may result in disciplinary action, including suspension. No effort is made to list all types of misconduct and penalties. Authority rests with the judicial body for deciding each case based on its circumstances. Final authority rests with the President for disciplinary action. It is expected that students will obey all Federal, State and local laws while on college property. The College reserves the right to terminate the enrollment of any student, following due process, whose conduct or influence is regarded as detrimental to the welfare of the College, its students, staff or faculty. For categories of misconduct for which students may be sanctioned following due process include, please see the **Student Code of Conduct** section.

### **Dress Code**

All students are expected to come to class dressed in clothing appropriate to the class or lab which they attend. Students who are inappropriately dressed for class or lab may be denied admission by the instructor.

### **Student Assistant Fund for Emergencies (SAFE) and Edna Hansen Fund**

The SAFE fund provides students with small emergency grants in the form of pre-paid cards. The Edna Hansen fund provides students with advances on expected financial aid refunds. Named for Professor Emeritus Hansen, this fund is designed to help students with unforeseen emergency expenses. An application is required for both forms of assistance. See Financial Aid office for more information. Based on emergency circumstances, a student may have financial aid debited to replenish the fund.

### **Firearms**

Students, staff, faculty and guests are not allowed to have a weapon on campus, including in any residence hall at any time. Any student, staff, faculty member or guest found to be in violation of this policy will be subject to possible removal from the

College. For the purpose of this policy, firearms and weapons shall include, but are not limited to: shotguns, rifles, pistols, BB guns, dart guns, paint guns, starter pistols, blow guns, bows and arrows, knives over three inches in length, hatchets, martial arts weapons, including but not limited to nun chucks, throwing stars, and any other device that could be or appear to be of danger to other persons.

### **Injuries or Illness**

No injury or illness, however slight, should be ignored. When ill or injured, a student should report to the instructor (if it occurs during a class). If the injury requires medical attention, 911 should be contacted immediately. Once emergency medical personnel have been contacted, the Campus Safety Officer and/or the Admissions Office should be informed. In cases of injuries occurring on campus, an *Incident Report* form should be completed as soon as possible. *Incident Report* forms are available online at <http://www.lrcc.edu/student-resources/incident-report> or from the Office of the Vice President of Academic and Student Affairs.

### **Lost and Found**

The Library is the location to turn-in found articles and to reclaim a lost one. See Library staff for assistance.

### **Student Identification Cards**

LRCC students are required to obtain a college ID. This ID is provided to students during the first week of classes each semester or anytime during the semester. The initial student ID is free. Students without an LRCC ID card, should visit the LRCC One-Stop (Turner 141) to obtain one. There is a replacement fee of \$10 (regular ID) and \$25 for a residential student ID if it is lost or stolen.

### **Tools and Equipment**

Tools and equipment belonging to the college cannot be borrowed for personal use by students outside the building or off campus.

### **Smoking**

In compliance with state regulations for public buildings, smoking, including the use of smokeless tobacco or tobacco-alternative products, such as electronic cigarettes, is permitted only in college designated smoking gazebos or in students' personal vehicles if they are parked 50 feet from any building. Smokeless tobacco products and tobacco-alternative products are prohibited in all college-owned vehicles. All members of the LRCC community are expected to observe this policy. Violations of the policy may be subject to disciplinary action.

### **Alcohol Policy**

Alcohol is not permitted on LRCC property, including leased facilities, except as specifically allowed by LRCC and CCSNH policy and laws governing the acquisition, distribution, possession or consumption of alcohol. The sale or distribution of alcoholic beverages is regulated by the laws of the State of New Hampshire, and local or county ordinances. The acquisition, distribution, possession or consumption of alcohol by members of the LRCC community must be in compliance with all local, state and federal laws.

Except as prohibited by law, and provided that all conditions of any Federal, State and/or local law, regulation or code are met, students over the age of 21 and not otherwise lawfully barred from the use of alcohol, may possess or consume beer or wine only within the privacy of their residential housing unit provided no persons under the legal drinking age are present and students conform to the Student Code of Conduct. Open containers of alcohol are prohibited in any common areas in and around residential housing. Students of legal drinking age on a College sponsored trip may consume alcohol subject to the rules regarding intoxication in the Student Code of Conduct.

Students should be aware that the ability to possess and consume alcohol on LRCC property is a privilege and that alcohol must be used responsibly. Primary responsibility for knowing and abiding by the provisions of components of the LRCC and CCSNH Alcohol Policy and all relevant laws rests with each individual. Failure to abide by the terms of this Alcohol Policy and/or all provisions of the Student Code of Conduct, including rules regarding intoxication, may result in disciplinary action under CCSNH and LRCC Judicial Policy. Guests of legal drinking age who consume alcohol on LRCC property are the responsibility of the College resident inviting them and the guests' behavior or violations will become those of the resident and subject to the Student Code of Conduct. Guests may be subject to removal from campus if intoxicated or if behaving in a manner that would constitute a disruption. At any time, as determined by the amount of noise, numbers of people and traffic patterns, the College reserves the right to suspend the ability to possess or consume alcohol within any given area. The policy outlined here is a part of a broader standard set forth by the CCSNH. For the full policy visit <http://www.ccsnh.edu/sites/default/files/content/documents/System%20Policies-%20700-%20Student%20Affairs-%2006%2023%2016-.pdf>.

### **Student Use of Un-prescribed Drugs and Narcotics**

The use, possession or distribution of un-prescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the College. Any college student trafficking in drugs shall be subject to civil action. The policy of the college will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs.

### **Sexual Harassment/Discrimination**

It is the policy of LRCC and the CCSNH that all members of the LRCC community should be able to work and study in an environment that is free of sexual discrimination and sexual harassment. Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment, educational, or living environment.

Sexual discrimination and sexual harassment are prohibited. In some cases, the individual may be susceptible to prosecution under State or Federal law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Title IX Coordinator, Elizabeth Lawton ([elawton@ccsnh.edu](mailto:elawton@ccsnh.edu)) or 603-366-5299 at any time for counseling and advice or to submit a complaint.

It is the policy of the Community College System of New Hampshire that all employees and students should be able to work and study in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment shall be treated as an area of misconduct and will not be tolerated under any circumstances. See Student Code of Conduct section for further information on infractions involving sexual harassment and procedures for filing a complaint.

### **Student Hazing Policy**

#### **Purpose and Scope**

As an institution within the Community College System of New Hampshire, Lakes Region Community College hereby recognizes the dangers inherent in student hazing. LRCC condemns the practice, and places students and staff on notice that hazing will be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well. See Student Code of Conduct section for further information on infractions involving hazing and procedures for filing a complaint.

## **COMMUNITY SERVICES AND RESOURCES**

### **Student Participation on College Committees**

An important responsibility of the Senate includes appointing student representatives to various college committees. These students, not necessarily members of the Senate, share in the authority and responsibility, which goes with these committee assignments.

- Judicial Committee
- College Advisory Committee
- College Coordinating Council—1 student
- Ad Hoc Committees—as the need arises.

# STUDENT JUDICIAL SYSTEM

## Community College System of New Hampshire

### Judicial Policy

#### I. INTRODUCTION

##### A. Policy Statement

A student's continuance at any college in the Community College System depends not only upon his or her academic performance but also on his or her conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises. The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relative rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

The mission of the colleges' judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community normally takes precedence.

##### B. Definitions

**College Official** – Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities.

**College Premises** – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).

**Complainant** – Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.

**Faculty** – Refers to any person hired by CCSNH colleges to conduct educational activities.

**Judicial Advisor** – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor's roles will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

**Judicial Body** – Refers to any college official or committee authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

**Judicial Committee** – Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.

**Respondent** – Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed.

## II. STUDENT CODE OF CONDUCT

### A. Scope

The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary

responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

### B. General Infractions

1. Violation of published college policies, rules, or regulations;
2. Violation of federal, state, or local law;
3. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law and college regulations;
4. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
5. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college;

### C. Academic Misconduct

1. Acts of dishonesty including but not limited to the following:
  - a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);
  - b. **Plagiarism**, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. **Grading Authority:** Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the

instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a grade appeal should refer to CCSNH Academic Affairs Policy 670.04.

#### **D. Disruption of College Operations**

1. Furnishing false information to any college official, faculty or staff member;
2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
3. Tampering with the election process or financial management of any college recognized student organization;
4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
8. Abuse of the Judicial System, including but not limited to:
  - a. Failure to obey the summons of a judicial body or judicial committee;
  - b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
  - c. Disruption or interference with the orderly conduct of a judicial proceeding;
  - d. Attempting to discourage an individual's proper participation in or use of the judicial system;
  - e. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
  - f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
  - g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
  - h. Aiding or abetting in the violation of the Student Code of Conduct.
9. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

#### **E. Health & Safety Offenses**

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

## **F. Offenses Involving Others**

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;
3. Acts of intimidation or coercion, whether stated or implied;
4. Offenses of domestic violence, dating violence and sexual assault;
5. Acts of harassment, including sexual and discriminatory harassment, directed toward any member or guest of the CCSNH community. Sexual harassment refers to persistent and unwanted sexual advances. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.;
6. Acts of sexual misconduct, retaliation, creating a dangerous condition or stalking directed toward any member or guest of the CCSNH community.
7. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

## **G. Offenses Involving Property**

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
2. Theft or other abuse of technological resources, including but not limited to: a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose; b. Unauthorized transfer of electronic files or copyrighted software programs; c. Unauthorized use of another individual's identification and password or key card; d. Use of technological resources that interferes with the work of another student, faculty member, or college official; e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages; f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research; g. Use of technological resources for criminal activity; h. Use of technological resources to interfere with operation of the college computing system.

## **III. VIOLATION OF CIVIL/CRIMINAL LAW AND COLLEGES' CODE OF CONDUCT**

1. If a student is charged with a violation of the Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject

of a proceeding before a CCSNH college judicial body, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

#### **IV. SANCTIONS**

##### **A. Sanction Definitions**

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** – previously established and published fines may be imposed;
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls;
9. **CLASS/ COLLEGE SUSPENSION** – separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INTERIM SANCTIONS** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate

Vice President (if the Vice President did not originate the imposition of sanctions).

## **B. STUDENT DISCIPLINARY PROCEEDINGS**

### **Training**

1. All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations and the hearing process which shall include training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety and welfare of victims and promotes accountability.

### **Filing a Complaint**

1. Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate Judicial Body by filing an incident report.

2. Incident report forms may be obtained from the Academic or Student Affairs Offices, College Title IX Coordinator as well as from the Judicial Advisor. In addition, forms may be made available through Campus Security or Residential Life (where available) or on the college web site. Information in the incident report should include but not be limited to the following:

- a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
- b. Date, time, and location of incident;
- c. Person(s) involved in the incident;
- d. Victim(s) or damages involved in the incident;
- e. Complete narrative description of the incident;
- f. Names of witnesses to the incident;
- g. Any other information deemed appropriate.

### **Preliminary Process for Sex-Related Offenses**

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.

2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc.

The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on-campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.

### **Investigation and Resolution of Complaint by Judicial Body**

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.

2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or recommend to be issued) sanctions as described in Section IV above.

3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.
5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

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## **C. STUDENT DISCIPLINARY APPEALS**

### **Filing an Appeal and Preliminary Appellate Process**

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to: a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above); b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may: a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee.
3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.
4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor

determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.

5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

#### **D. MEMBERSHIP OF THE JUDICIAL COMMITTEE**

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of four (4) voting members, elected as follows: a. Two (2) faculty or staff selected by college president or other appropriate college official(s). b. Two (2) students selected by the Student Senate or other appropriate student group. If the college has residence halls, one (1) of the students shall be from the residence halls.
3. A total of four (4) alternate voting members may be selected as follows: a. Two (2) faculty or staff selected by the college president or other appropriate college official(s). b. Two (2) students selected by the Student Senate or other appropriate student group
4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.

#### **E. JUDICIAL COMMITTEE APPEAL HEARINGS**

1. A minimum of three (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If three appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows: a. Regular members will serve, if available, or b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines: a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
  - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
  - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
  - e. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
  - f. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or

the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

g. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.

h. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.

i. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

j. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

k. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.

l. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.

m. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student, and administrative offices on a need to-know basis. The original will be maintained with the college's judicial records.

5. The Judicial Advisor shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.

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6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

7. The decision of the Judicial Committee is final and is not subject to further appeal.

## **V. STUDENT RIGHTS**

### **A. Students in the Classroom**

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on the basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study for which they are enrolled. Information about the personal views, beliefs, and political associations of students which instructors, advisors and counselors learn in their course of work should be considered confidential.

## B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus. Where activities of students off-campus result in the violation of law and interrogation by investigators, the colleges should: 1. Not duplicate the function of general laws until the college's interests as an academic community are distinctly and clearly involved; 2. Not subject the student to a greater penalty than would normally be imposed if the off-campus violation incidentally violates an institution regulation; 3. Take appropriate action independent of community pressure.

## C. Freedom of Association

Students should be free to organize and join associations to promote their common interests. Affiliations with an external organization should not of itself disqualify a student organization from institutional recognition. Student organizations must submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. Campus organizations should be open to all students without respect to race, creed or origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

## D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

## E. Student Participation in College Government

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government and both its general and specific responsibilities should be made explicit and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

## F. Student Publications

College authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their development, and the limitations on external control of their operation. Editorial freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.

## G. Establishing Student Conduct Standards

### 1. Conduct

In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:

- a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
- c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

### 2. Investigation of Student Conduct

**Search & Seizure:** CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope. Types of searches may include:

- a. Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- b. Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
- c. Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
- d. Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
- e. Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
- f. Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

## VI. STUDENT RIGHTS – GRIEVANCE PROCEDURES

Any student who feels that his/her rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, the student may also report the conduct to the college's Affirmative Action or Equity Officer and/or Title IX Coordinator. In the case of a grievance alleging

discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate College Official for disciplinary action.

A. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the issue informally.

B. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to: • The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or: • The Vice President of Student Affairs for grievances not related to the instructional process. The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

C. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two weeks of the receipt of the formal grievance. If the VPAA/VPSA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSA will provide a written explanation to the student and the matter will be considered resolved at that point.



**Appendix A  
Crime Statistics**

<b>Criminal Offense</b>	<b>Location</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Murder, Non-Negligent Manslaughter	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	1	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	1
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

Motor Vehicle Theft	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	1
	Public Property	0	0	0
Liquor Law Violations referred*	On Campus	0	0	0
	Residential Facility	0	11	25
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred*	On Campus	0	0	0
	Residential Facility	0	1	5
	Non-campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Referred*	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

\*Referred for disciplinary Action

<b>VAWA Offenses</b>	<b>Location</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Domestic Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	<i>Off campus</i>	1*	0	0
Dating Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	1*	0	0
Stalking	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	<i>Off campus</i>	0	0	0
<b>Arrests</b>	<b>Location</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Weapons	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Abuse	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	1
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Disciplinary Actions	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

\*VAWA offenses reported by students occurring off campus

Burglary	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Larceny Theft	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Residential Facility	0	0	0
	Public Property	0	0	0
	Non-campus	0	0	0
Destruction/damage/vandalism of property	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

**There were no hate crimes for the years 2016, 2017, 2018.**

**Disclaimer**

**Lakes Region Community College has made every effort to assure the accuracy of the information in this handbook. Students and others who use this handbook should note that policies, rules, procedures and regulations change and that these changes may alter the information in this publication. The College reserves the right to change without notice any academic or other requirements contained in the handbook. The handbook does not constitute a contract or terms of a contract between Lakes Region Community College and the student.**